



COUNTY OF GREY - JOB DESCRIPTION

POSITION TITLE:	Trial Coordinator/Disclosure Clerk
DEPARTMENT:	Clerk/Director of Council Services
LOCATION:	Provincial Offences Court Administration Building
REPORTS TO:	Provincial Offences Court Manager

PURPOSE

To co-ordinate all administrative and court services activities; scheduling of all court related matters, Judiciary, police officers, trials and all related functions of the court to ensure efficient operation of the court; and to provide case management, administrative and clerical support services to the Ontario Court (Provincial Division) – Provincial Offences Court.

RESPONSIBILITIES

- Co-ordinate the scheduling of all court related matters, people, and required services to ensure efficient operation of the provincial offences court; provide case management, administrative, and customer service duties for the provincial offences office and the Provincial Offences Court.
- Provide leadership and guidance to Provincial Offences Court Services Clerks in the administration and co-ordination of the Provincial Offences Courts.
- Receive notification from Regional Senior Justice of the Peace regarding Court Master Plan and new court dates opened; prepare court calendar and distribute to ministries, prosecutors, agents, police agencies and court staff; liaise with Ontario Court of Justice in Walkerton with respect to bookings of courtroom.
- Receive and review judiciary assignment schedules from Regional Senior Justice of the Peace – verifying information for accuracy to ensure Justice assignments are accurate for POA courts; receive schedule changes (ie court closures) from Regional Senior Justice of the Peace – notify prosecutor, case management, agencies, solicitors, paralegals, witnesses.
- Schedule pre-trials and confirmation hearings – communicate with prosecutor, Crown Attorney and defense counsel to canvass available dates for lengthy trials, obtaining court dates from Regional Senior Justice of the Peace.
- Attend Pre-Trials and Confirmation Hearings, open and close court, ensure accurate digital recording of court proceedings; maintains detailed log of all court proceedings.
- Obtain officer schedules from police agencies; accept trial requests; schedule Notices of Trial, ensuring officer availability prior to scheduling; forward notices of trial to prosecutors, case management, agencies, solicitors, paralegals and defendants.
- Notify prosecutor of scheduling conflicts and appropriate information to prepare motions; receive

motions for change of court date, input information into ICON and Trial Diary; notify Prosecutor, officers and witnesses of change of court dates; notify officer and prosecutor when trial has been requested and defendant then chooses to pay prior to court.

- Complete appropriate follow up from Court – prepare seizure/disqualification slips and forward to Regional Senior Justice of the Peace; schedule interpreters, booking accommodations when required; prepare court orders for signature by Justice of the Peace.
- Contact person for Regional Senior Justice of the Peace and Administrative Justice of the Peace to answer queries on on-going matters in our courts; contact for trial justices – forwarding documentation on to trial justices when filed with our office for scheduled trials.
- Responsible for procuring French Prosecutor, Interpreter, and Court Reporter for French courts when needed; booking accommodations as required.
- Print court dockets daily, copy and distribute to staff and enforcement agencies as required.
- Deliver information to Ontario Court of Justice when bench warrants are issued and defendant is scheduled for a bail hearing; attend at Ontario Court of Justice in Owen Sound and in Walkerton regularly to pick up Informations, Crown Briefs, summons, and Part 1 tickets for filing; input data of all materials picked up into Excel tracking file, date stamp all materials.
- Prepare appropriate documentation for the administration of the court; maintain court file records, master plan, and schedules; update courtroom utilization reports.
- Maintain statistical reports as required from time to time by Regional Senior Justice of the Peace or Court Manager.

DISCLOSURE

- Accept disclosure requests from defendants; prosecutors; solicitors and agents and provide disclosure to same when required.
- Email each Officer notice of trial with request to provide disclosure/crown brief; contact with officers as required to ensure all required briefs have been provided.
- Check each brief received for list of witnesses to be served with summons; prepare summons to witness forms; deliver same to Administrative Justice of the Peace for signature and forward to appropriate agencies for serving on witnesses; contact witnesses to cancel attendance as required.
- Notify Police Officers of imminent court appearances and/or changes/adjournments in court appearances; maintain log of date of notification to officers of court dates and when email received and read; report to respective Court Case Managers two weeks prior to court date detailing information on briefs not submitted; liaise with Provincial Case Management Office as required to ensure all required briefs have been provided.
- Provide reports to Prosecutor as required. Deliver briefs to Prosecutor's office for court when necessary.
- Maintain case management filing system; manage case files within required timeframes to avoid disruption to the court system, and/or cases being withdrawn/dismissed; record receipt of briefs and disclosure requests in electronic format.

- Process disclosure requests and Crown Briefs on Appeals.

GENERAL

- Data entry of Part I Tickets, Part II Parking Tickets, Part III Informations, Motions, Fail to Respond, Re-openings, Appeals, and Requests for Extension of Time to Pay into the provincial ICON (Integrated Court Offences Network) computer system.
- Maintain knowledge of and comply with all legislative and regulatory requirements.
- Act as a Commissioner of Oaths when required.
- Provide telephone reception; respond to questions and provide necessary information by mail, e-mail, phone, fax and at the counter ensuring all requests are completed in a timely manner; Provide legislative information and assist clients in completion of proper documentation for various court proceedings.
- General office duties including filing, copying quashed tickets for return to agencies, respond to fax requests and enquiries, receive incoming mail, process and/or distribute as appropriate; preparing correspondence and certified copies as required, sending mail daily.
- Maintain knowledge of and comply with all legislative and regulatory requirements.
- Provide administrative and clerical support for the Ontario Court (Provincial Division) Provincial Offences Court and Manager.

OTHER DUTIES

- Responsible as an employee for good occupational health and safety practices.
- Backup to POA Manager as required
- Attend court on a regular basis as Court Clerk/Reporter
- Performs other related duties that are assigned by the Provincial Offences Court Manager.

WORKING CONDITIONS

Normal working hours are thirty-five (35) per week with occasional overtime to deal with peak periods. Administrative and customer service responsibilities are subject to regular departmental deadlines. Nature of work makes it subject to constant and unavoidable interruption.

Position entails traveling to the Provincial Offences Court in Walkerton, as required. This position requires a valid Ontario Driver's License and access to a vehicle.

CONTACTS

The character of the position requires diplomatic and harmonious contact inside and outside the department for the purposes of carrying out administrative and receptionist responsibilities.

Internal Working Relationships

Internal contacts include the Provincial Offences Court Manager and other County staff at all levels.

External Working Relationships

External contacts include Provincial Officials, the Judiciary, Crown Attorneys, Lawyers, Paralegals, Law Enforcement Officers, Criminal Courts, Provincial and Federal agencies, community agencies, neighbouring county and region officials, other municipalities and the public.

KNOWLEDGE AND SKILL

- Post-secondary school diploma in two year business/law administration preferred, supplemented with 2 – 3 years in an administrative position with decision making responsibilities, or equivalent of formal education and practical experience.
- Good keyboarding, transcription, proof reading, filing and office administration skills.
- Experience in office administration in the use of modern office systems and equipment, sound knowledge of computer software applications including Microsoft Office, Excel, Power Point.
- Previous and relevant experience operating the provincial ICON computer system would be an asset.
- Requires working knowledge of Ontario Court (Provincial Division) – Provincial Offences Court administration, legislation and procedures.
- Work with the general public in a fast paced, high pressure environment. Ability to deal effectively and appropriately with potentially highly volatile situations.
- Maintain confidentiality and exercise good judgement and discretion in dealing with confidential information and responding to inquiries.
- This position requires a high degree of organizational, verbal and written communication skills, ability to prioritize, meet deadlines, and handle multiple duties and constant interruptions effectively.
- Strong ability to organize daily workload, set priorities, work independently as well as in a team environment.

IMPACT OF ERROR

Errors in administrative and court related functions would create backlogs, costly delays, embarrassment to the Judiciary and court, public dissatisfaction in the court system and a general loss of faith in the judicial system.

Failure to provide essential paperwork to the courts when required would result in dismissed cases. Failure to notify police agencies and witnesses of changes in court schedules would result in unnecessary expense to police agencies and the Corporation.

Errors can be traced and may be corrected at the cost of time and duplicated effort. Risk of financial loss to the County is evident.

This is a reasonable statement of the requirements of this position.